

CHAPTER 87
HEALTHY FAMILIES IOWA (HFI)

641—87.1(135) Purpose. These rules are intended to establish standards for the Healthy Families Iowa (HFI) program, which is a program to provide services to families and children during the prenatal through preschool years, identified as Healthy Opportunities for Parents to Experience Success (HOPES). The program is intended to promote optimal child health and development; improve family coping skills and functioning; promote positive parenting skills and intrafamilial interaction; and prevent child abuse and neglect and infant mortality and morbidity.

641—87.2(135) Definitions. For the purpose of these rules, the following terms shall have the meaning indicated in this rule:

“*Case management*” means the activities involved in managing a participant’s case.

“*Department*” means the Iowa department of public health.

“*Family assessment worker*” means a professional who assesses participant risk and makes referrals for services.

“*Family support worker*” means a professional or paraprofessional who has successfully completed an approved standard curriculum. A professional family support worker meets the educational qualifications identified in paragraph 87.4(2)“a.”

“*Home visiting*” means health and ecological services delivered through a holistic practice with families and children in their homes. The home visiting process includes assessment, planning, goals, reassessment and evaluation.

“*Joint visit*” means a visit to a participant by a professional case manager and a family support worker.

“*Level of participant*” means frequency and intensity of services based upon the participant level of functioning as defined in program policy.

“*Nonprofit*” means an entity that meets the requirement for tax-exempt status under Internal Revenue Code Section 501(c)(3) or 501(c)(4).

“*Participant*” means a family voluntarily enrolled in and receiving services of the program.

“*Professional case manager*” means a professional who ensures program standards and supervises services.

641—87.3(135) Eligibility. Persons residing in an approved service area in Iowa who are pregnant or who have a child, and who are determined to be at risk according to program guidelines, are eligible to be participants in the project. However, eligibility may be limited if funding is insufficient for adequate service delivery to all eligible persons in the service area.

641—87.4(135) Program standards. Program providers shall meet the following minimum program standards:

87.4(1) Family support worker.

a. A family support worker must successfully complete a specialized training program approved by the department prior to any assignment. However, if specialized training is not immediately available, the family support worker may be assigned participants for no longer than the first six months of employment, if the family support worker has successfully completed a local training and orientation, as approved by the department, prior to assignment. The family support worker must successfully complete the specialized training program approved by the department prior to the end of the first six months of employment.

b. A family support worker must receive 12 hours per year of continuing education/in-service training annually as approved by the department.

87.4(2) Professional case manager.

a. A professional case manager must have received a bachelor of arts (B.A.) or bachelor of science (B.S.) degree in social work, education, sociology, family and consumer science, or other related health or human service field; or be a licensed registered nurse who has received a bachelor's degree or who has successfully completed an accredited community health nursing course or a family development specialist training approved by the department.

b. A professional case manager shall maintain a record of services provided to each participant and supervisory activities for each case.

c. A professional case manager shall ensure that each participant receives the following services:

(1) A professional case manager home visit with the participant for initial assessment of need factors; discussion with the participant to establish goals, objectives and action steps; development of the individual family support plan; and appropriate referrals for other services.

(2) Reassessment and revision of the individual family support plan (IFSP) every six calendar months.

(3) A professional case manager will review, within five working days, a paraprofessional family support worker reassessment and revision of the IFSP.

(4) A professional case manager shall provide a conference every other week with the family support worker regarding activities undertaken, the participant's response to activities, participant's progress or lack of progress, problem solving, and readiness for changes in level or termination of service.

(5) A professional case manager shall provide a joint visit in the home of all Level 1 participants with the paraprofessional family support worker every six calendar months.

(6) A professional case manager shall provide a joint visit in the home of all Level 2 participants with the paraprofessional family support worker every calendar year.

(7) A professional case manager shall provide a visit to all participants at Levels 3 and 4 assigned a paraprofessional family support worker every calendar year.

(8) A professional case manager shall provide an initial visit, prior to reinstating services, to a participant who has been on Level 1 or 2 and is placed on Level X for a period of more than 60 days.

(9) Access to a professional case manager shall be provided for the family support worker at all times when the worker is scheduled/assigned activity or home visits with a participant or during creative outreach activities.

87.4(3) Family assessment worker. A family assessment worker shall meet the educational qualifications identified in paragraph 87.4(2) "a."

641—87.5(135) Right to appeal.

87.5(1) Local appeal. All local program agencies shall have a written local procedure to hear appeals. Whenever an agency denies, reduces or terminates services eligible to be funded by the state grant against the wishes of a participant, the agency shall notify the participant of the action, the reason for the action, and of the participant's right to appeal. Service need not be provided during the appeal process. The local procedure shall at a minimum include the method of notification of the right to appeal, the procedure for conducting the appeal, the time frame limits for each step, and the method of notification of the outcome of the local appeal and notification of the participant's right to appeal to the state. Notifications of the outcome of the local appeal shall include the facts used to reach a decision and the conclusions drawn from the facts to support the local agency decision. The written appeals procedure and the record of appeals filed (including the record and disposition of each) shall be available for inspection by authorized Iowa department of public health representatives.

87.5(2) *Appeal to department.* If a participant is dissatisfied with the decision of the local appeal, the participant may appeal to the state. The appeal shall be made in writing by certified mail, return receipt requested, to the Division Director, Division of Family and Community Health, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075, within 15 days following the local agency's appeal decision.

87.5(3) *Department review.* The department shall evaluate the appeal based upon the merits of the local appeal documentation. A decision affirming, reversing, or modifying the local appeal decision will be issued by the department within ten days of the receipt of the appeal. The decision will be in writing and will be sent by certified mail, return receipt requested, to the participant and the agency.

87.5(4) *Further appeal.* The department's decision may be appealed by submitting an appeal, within ten days of the receipt of the department decision, to the Division Director, Division of Family and Community Health, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Upon receipt of an appeal that meets contested case status, the department shall forward the appeal within five working days to the department of inspections and appeals pursuant to the rules adopted by that agency regarding the transmission of contested cases. The continued process for appeal shall be governed by 641—Chapter 173, Iowa Administrative Code.

These rules implement Iowa Code Supplement section 135.106.

[Filed emergency 9/14/92—published 9/30/92, effective 9/14/92]

[Filed 11/5/92, Notice 9/30/92—published 11/25/92, effective 12/30/92]

[Filed 7/10/98, Notice 6/3/98—published 7/29/98, effective 9/2/98]